Catawba County Library System

**Computer Tip Sheet
August 2006
Finding the Resume
Template in MS Word**

There are a couple of ways to find the Resume Template in Microsoft Word:

One way:

Click on the Start Button

Click on New Office Document at the top of the Menu

The New Office Document Window appears and is open in the General Tab.

Click on the Other Documents Tab

Click on the Resume Wizard

Another is

Click on the Start Button

Go to Programs

Click on MS Word

Click on "File" click on NEW

New Office Document Window appears and is open in the General Tab, Click on the Other Documents Tab

Click on the Resume Wizard

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